



Office of the City Clerk

Weekly Report – for Week Ending July 10, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council Election:

Up to 35 Neighborhood Councils (NCs) have signed up to participate in the upcoming electronic voting pilot for online and telephone voting.

The City Clerk and EmpowerLA met with the voting vendor, Everyone Counts, as part of the project kick-off meeting to discuss the 2016 online NC election process. It was decided that City Clerk will develop the candidate filing module and system while the vendor focuses on developing a voter registration system.

To date, the City Clerk has received 82 sets of bylaws from EmpowerLA. Bylaws specify how an NC will fill their council/board seats and they also define stakeholder criteria. These bylaws are used to develop ballot voting models for ballot creation and candidate filing procedures. Staff are being trained on how to process NC bylaws.

The City Clerk's quarterly Los Angeles Votes Committee (LAVC) meeting was held on July 9. The committee is comprised of the City Clerk and community interest groups.

TOP ITEMS

- ***Los Angeles Votes Committee (LAVC) Quarterly Meeting Held***
- ***2016 Neighborhood Council Project Kickoff Meeting Conducted***
- ***Letters to GM's re: the New Records Management Policy and Procedures in Progress***

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	12/0
Number of Notices/Publications	0
Number of Contracts Attested	35
Number of Council Files Created	83
Number of Claims Received	114
Number of Referrals	33
Number of Council Meetings	0
Number of Committee Meetings	0

Neighborhood and Business Improvement Districts - Parcel data information was submitted to the County Assessor on July 7, 2015. This information is used to assess Business Improvement Districts via the County parcel taxes and greatly facilitates the assessment collection process. Staff also attended the monthly LA BID Consortium meeting.

LACityClerk Connect - The Council and Committee calendars have been added to the LACityClerk Connect mobile site. Mobile users now can access the Council and Committee agendas with only a few taps with their phones or tablets.

Agenda Management System - All the agenda templates in the Novus agenda builder system have been modified to reflect the newly seated City Council and Council President, President Pro-Tem and Assistant President Pro-Temp.

Claims Against the City System - Staff has been working with the Information Technology Agency on testing the IBM Forms Experience Builder (FEB) product. This could potentially replace the Seamless Docs forms tool which is currently being used for the Online Claims Against the City forms. The IBM FEB product is part of the citywide PurgeEdge software license. There will be no additional cost to the department if implemented.

Historical Archives Research - A Masters candidate is researching the history of the transition from Mexican governance to American governance of Los Angeles is the mid-19th century.



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Revised Records Management Policy and Procedures - Letters notifying departments of the City's new records management policy and procedures started going out this week including a request to all General Managers to certify their department's records disposition schedules. These will be assembled for City Attorney and City Council approval per the new records management process and ordinance.

Fiscal - Staff continued working on the year end reversion worksheet; provided fiscal training for new Council Offices; and reconciled the FY 15-16 As-Needed Salaries Accounts with affected Clerk Division Heads.

AB1290/Council - Staff received one (1) allocation request; drafted two (2) contracts; has twelve contracts and three close-outs in progress; and approved three (3) payment requests for processing.

General City Purposes - Staff received 27 allocation requests; submitted 11 invoices to Accounting for processing; and commenced work on the end-of-year reversion worksheet.

Personnel - Staff conducted 18 New Hire Orientations, two (2) Leaving Office Interviews, and one Family Medical Leave Orientation; finalized listing of all Council and Mayor employees that will be receiving a 2.75% raise in July; finalized appointment of our new City Archivist Michael Holland; and commenced reconciliation of all Council employees with the GSD Badging Office for issuance of updated key access cards.

ISSUES

None to report.

UPCOMING . . .

Council Committee Assignments - Assignments and Scheduling of the Council member committees and members. Committees are expanding to 5 members each. Previously, with some exceptions, there were 3 members. Re-referral of existing Council Files to new Committees will be required.

Legislative Assistants' Assignment of Committees - All Council Committees will be reassigned to different Legislative Assistants to ensure cross knowledge transfer and backup support.

Disaster Recovery - The City Clerk semi-annual systems disaster recovery testing is scheduled for July 18, 2015.